

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Parks Special Events/Facility Maintenance Crew Leader Revision Date: 08/2019
EEO Category: Service-Maint.
Status: Non-exempt
Control No: 30624

II. Summary Statement of Overall Purpose/Goal of Position:

Under the close supervision of the Parks Division Head and/or Parks Supervisors, performs skilled work pertaining to risk management, maintenance and construction of City parks, streetscapes, sites, cemetery, Parks and Recreation facilities and City Special Events.

III. Essential Duties:

- Coordinate with staff and volunteers to perform set-up and take-down of special events.
- Work varied time schedule, including late evenings, weekends and holidays, as required by assignment, duties, and/or season.
- Perform park safety inspections.
- Supervise and train seasonal employees.
- Operate various types of heavy, light, and complex equipment used in the maintenance and construction of city parks, the cemetery, and recreation facilities, i.e., ten-wheel dump trucks, backhoes, front end loaders, mowers, tractors, ATV's, etc.
- Work closely with staff in Parks, Recreation, Police, Fire and other city departments to coordinate event needs.
- Work on event site layout to promote good participant circulation and meet safety needs.
- May perform any of the following duties: construct and repair Parks and Recreation facilities including restrooms, playground equipment, tennis courts, fences, etc.
- Inspect and make light repairs on physical facilities.
- Remove graffiti using baking soda, water, sand, power washer, chemicals and sandblaster.
- Till tot lots and repair tot lot toys.
- Build new structures and repair existing structures.
- Drive float in parades.
- Setup and/or assist with city events and races, including the following:
 - Movies in the Park
 - Set up and take down a 300 pound screen and other equipment. Drive City Parks and Recreation truck with trailer to movie locations.
 - Balloon Festival
 - Install promotional banner.
 - Set up tents, state, garbage cans, power, tables and chairs, and any other structures needed for the event.
 - Oversee volunteer personnel.
 - Sandy July 4th
 - Set up tents, state, garbage cans, power tables and chairs, and any other structures needed for the event.
 - Heritage Festival
 - Arrange for use of park.
 - Install promotional banners.
 - Set up tents, state, garbage cans, power tables and chairs, and any other structures needed for the event.
 - 9-11 Memorial set up and tear down.
 - Food Truck League night.
 - Alta Canyon Races (I Can Tri, Run Elevated)

IV. Marginal Duties:

- Perform snow removal.
- Operate various types of custodial and grounds maintenance equipment including floor buffers, carpet shampooers, power snakes, drills, and electric saws.
- May perform any of the following duties: Perform janitorial work including minor repairs; assist in community promotion projects by setting up tables, lights, sound equipment and props.
- Respond to public inquiries.
- Train seasonal and full-time staff on essential duties of work.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires High School diploma or equivalent; six months training in facilities maintenance and management, and/or related field preferred.

Experience: Requires two years closely related work experience, with one year supervisory experience preferred.

License/ Certification: Must possess a valid Utah Driver's License; must possess a Utah Commercial Driver's License (CDL) within six months of hire; must have CPR Certification.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of supervision and planning; tools, machines, and equipment used in the maintenance and construction of City parks, the cemetery and recreation facilities; OSHA and other federal safety standards; general construction practice and procedures; principles of plant and turf life; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, and tools. Responsible for some seasonal employees.

Communication Skills: Communicate effectively verbally and in writing, contacts with other City departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules; outside contact with the public.

Tool, Machine, Equipment Operation: Regular use of both light and heavy trucks; frequent use of tractors, backhoes, sandblasters, spray rigs, rotohammer, welding machine and other park maintenance related equipment. Occasional use of a personal computer, fax machine, copy machine and ROLM telephone.

Analytical Ability: Organize, delegate and establish meaningful goals; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the general public; work independently on assigned projects involving simple research and data collection; report preparation; follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: Frequent kneeling, stooping, walking, bending and lifting (up to 50 lbs.).

Work Environment: Extensive field work in parks and cemetery (90% of work is performed outside); frequent exposure to heat, cold, and wet/humid conditions; constant exposure to excessive noise and vibration; moderate amount of mental effort required; requires weekend, holiday, and evening work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any

employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____

DATE:_____

PERSONNEL DEPT. APPROVED BY:_____

DATE:_____